

**CHABOT-LAS POSITAS
COMMUNITY COLLEGE DISTRICT**

**BOARD OF TRUSTEES
RETREAT**

**MINUTES
March 3, 2015**

PLACE

Chabot-Las Positas Community College District, 7600 Dublin Blvd., Dublin, California.

CALL TO ORDER

The meeting was called to order at 4:30 a.m. by President Mr. Gelles. Recording Secretary Beverly Bailey called the roll. Trustee Mrs. Dvorsky was absent and excused at the time of roll.

CLOSED SESSION

Motion No. 1

Trustee Mr. Vecchiarelli made a motion, seconded by Dr. Mitzman, to adjourn to a Closed Session at 4:31 p.m.

Motion carried unanimously, 6-0.

OPEN SESSION

The Board readjoined in Open Session at 5:30 p.m. by President Mr. Gelles. Recording Secretary Beverly Bailey called the roll. Trustee Mrs. Dvorsky was absent and excused at the time of roll.

ATTENDANCE

Members Present:

- Trustee Dr. Arnulfo Cedillo
- Trustee Mr. Donald L. "Dobie" Gelles
- Trustee Dr. Hal G. Gin
- Trustee Mr. William L. "Will" Macedo
- Trustee Dr. Marshall Mitzman
- Trustee Mr. Carlo Vecchiarelli
- Student Trustee Ms. Kate Dolorito

- Members Absent: Trustee Mrs. Isobel F. Dvorsky (Excused)
Student Trustee Mr. Eric Bolin (Excused)
- Managers Present: Dr. Jannett N. Jackson, Chancellor
Dr. Susan Sperling, President, Chabot College
Dr. Barry Russell, President, Las Positas College
Mr. Wyman Fong
Mr. Lorenzo Legaspi
Ms. Jeannine Methe
Dr. Celia Esposito-Noy
Ms. Diana Rodriguez
Ms. Sylvia Woyka
- Recording Secretary: Ms. Beverly Bailey
- Others Present: Ms. LaVaughn Hart

PLEDGE TO FLAG

Ms. Beverly Bailey led the pledge to the flag.

PUBLIC COMMENTS

There were no Public Comments offered at this meeting.

UPDATE ON DISTRICT FTES GOALS AND APPORTIONMENT

Dr. Celia Esposito-Noy presented a PowerPoint Presentation on District FTES Goals and Apportionment.

- Glossary of Terms
 - Apportionment (Reimbursement from State for student attendance)
 - FTES (Full-Time Equivalent Students)
 - FTEF (Full-Time Equivalent Faculty)
 - FON (Faculty Obligation Number)
 - Growth Rate (Maximum growth rate set by State)
 - Productivity (Number of students taught per faculty) Ideal is 525 hours/35 students per FTEF
 - WSCH (Weekly Student Contact Hours)
- Student Enrollment Data 2004-2014 – Full Time Equivalent Student (FTES)
- How Apportionment Works
- How Apportionment is Reported
- Conditions for Claiming Apportionment
- Faculty Obligation Number (FON)

- Productivity Examples
- Current Headcount/Target FTES
 - Spring 2015 Headcount Total 20,746
 - Annual 2014-15 Target FTES Total 16,861

Dr. Esposito-Noy and Mr. Lorenzo Legaspi responded to questions raised by the Board.

In response to an inquiry raised by Trustee Mr. Vecchiarelli, Mr. Legaspi explained CAP. He explained that in most years, the District Target is a CAP set by the State. This year, based on the past few years, the District decided to be conservative and set a target of 1% rather than 2% set by the State. If money is left at the table, because other districts are not growing, we will try to capture that growth money by setting mid-year adjustments. He noted that most of the other Districts are doing the same. He explained that this is the responsibility of the District Enrollment Management Committee (DEMC) to make a recommendation to the Chancellor.

Trustee Mr. Gelles noted that for many years, this District has offered classes for which it has not received reimbursement from the State.

Presidents Sperling and Russell addressed marketing and outreach strategies for increasing college enrollments. They also discussed determining enrollment trends and identifying and meeting student needs.

Trustee Dr. Mitzman requested a breakdown of Spring 2015 Headcount by Day/Evening Classes, which Dr. Esposito-Noy will provide.

ROLE OF THE TRUSTEE

Chancellor Jackson presented a PowerPoint Presentation on the Role of the Trustee.

- First Step: Hiring the CEO
- Supporting the CEO
 - Clear Expectations
 - Public Support
 - Private Support
 - Realistic Expectations
- Evaluating the CEO
 - Clear Policy
 - Confidentiality
 - Based on goals, timely
 - Supportive
 - Based on broad input
- The Role of the Board Chair
 - Primary contact with CEO

- Meeting coordination
- Information requests
- Evaluation process
- Avoiding surprises (shared goal)
- The Role of the CEO
 - Clear and Consistent
 - Avoiding surprises (shared goal)
- Communication
 - Individual styles
 - Regular Board updates
 - Transparent, authentic
 - Two-way street

Trustee Dr. Cedillo noted that he attended the seminar “The Board/CEO Partnership: Making it Work”, which was conducted by Dr. Jackson and Dr. Brian King, Chancellor of Los Rios District. He suggested that it might be advantageous for the Board to invite Dr. King to a future Board Retreat.

Chancellor Jackson also briefly reviewed Robert’s Rules of Order (Parliamentary Procedures) and the Open Public Meeting Requirements (Brown Act), for which she provided a handout prepared by the legal firm Atkinson, Andelson, Loya, Ruud and Romo (AALR&R).

Board President Gelles noted the importance of Trustees awareness of Parliamentary Procedures.

In response to an inquiry raised by Trustee Dr. Gin regarding email communication between the Board, Chancellor Jackson reviewed the Brown Act rule of what constitutes a meeting. She explained that a serial meeting which uses a series of communications of any kind, including emails, directly or through intermediaries is prohibited. She provided several examples to further explain this rule.

In response to an inquiry raised by Trustee Dr. Gin, Chancellor Jackson explained that Board Members could participate in a Board Meeting through teleconferencing, including Closed Session. It was explained that the agenda must note the Board Member participating at a distance, and the location of the Board Member. In addition, Chancellor Jackson explained that the agenda must be posted at this location and any individual could participate in the Open Session of the Board Meeting by going to the identified location.

Trustee Mr. Gelles questioned the existence of a Board Policy outlining the teleconference-ing parameters. Chancellor Jackson reported that a Board Policy could be drafted for the Board to consider, but the specifics would be included in the administrative procedure.

Chancellor Jackson also briefly reviewed and shared a copy of a handout on Roles and Responsibilities of Trustees as presented at the Community College League of California Effective Trusteeship Workshop on January 24, 2014. She noted that she was one of four presenters.

Chancellor Jackson highlighted the Areas of Trustee Responsibility:

- Student Success Act, SB 1456
- Employ and Evaluate your CEO
- Participatory Governance
- Advocacy and Community Relations
- Fiscal Responsibility
- Respond promptly to constituents; refer them to the CEO and follow up
- Accreditation

Chancellor Jackson also reviewed the ACCJC Data on Sanctions from January 2009 – January 2013. She noted that the top deficiencies causing sanctions were lack of planning (64%); Boards (68%); and poor Fiscal Stability or Management (52%). She reported that this District has effectively developed the Integrated Planning and Budget process; the District has adopted a new Budget Allocation Model; and the Board regulates itself.

Chancellor Jackson also highlighted Board Ethics and the Accreditation requirement for Trustee Continuing Education. She also referred the Board to the Trustee Handbook prepared by the Community College League of California (CCLC). She noted the existence of a Degree/Certificate Salary Surfer on the California Community Colleges Chancellor's Office website.

Trustee Mr. Gelles indicated that the subjects discussed this evening deserve a lot more time, and he will ask the Chancellor to bring some of them back for more discussion at future Board Meetings.

SENIOR LEADERSHIP UPDATES

Chancellor Jackson explained that this agenda item was included in the event Board Members had specific questions for Senior Leadership. Hearing none, this agenda item was not discussed.

GOOD OF THE ORDER

Trustee Dr. Mitzman expressed appreciation for the presentations, noting that he learned a lot. He looks forward to the District growing in the most positive way. He reported that he would like to see more communication between the colleges and the Board regarding day-to-day issues that he gets asked about in the community. He specifically asked about

changes at Chabot College of which he was not made aware; specifically the wall being constructed along Hesperian Boulevard.

Dr. Sperling reported that the Hesperian Boulevard Landscaping Project was originally approved by the Board some time ago and has gone out to bid twice. Dr. Jackson reported that she believes Mr. Horner brought this to Board last Fall. She reported that she will provide the Board further details.

Trustee Dr. Cedillo requested that the Board be provided a copy of the Board approval and minutes for this project.

Trustee Mr. Gelles noted a positive editorial in The Independent by Ms. Helen Bridge on Trustee Mr. Macedo.

Trustee Mr. Vecchiarelli expressed that he would like his phone number listed on the District Website to make himself more accessible to the people he represents. Trustee Mr. Gelles asked the Chancellor to check with all Board Members as to their desires for contact information on the Website.

ADJOURNMENT

Motion No. 2

Trustee Dr. Gin made a motion, seconded by Trustee Dr. Mitzman, to adjourn the Retreat at 7:15 p.m. to a Closed Session, which ended at 8:27 p.m.

Motion carried unanimously, 6-0.

NEXT MEETING

The next Board of Trustees Meeting is scheduled for Tuesday, March 17, 2015.

Minutes completed by:

Beverly Bailey

Secretary, Board of Trustees
Chabot-Las Positas Community College District